Quality Data for Accurate Funding Campaign Kickoff

Office of the State Superintendent of Education
September 16 & 17, 2013

Overview

- OSSE's Quality Data for Accurate Funding Campaign starts Sept. 16 (today) and will continue through October 7.

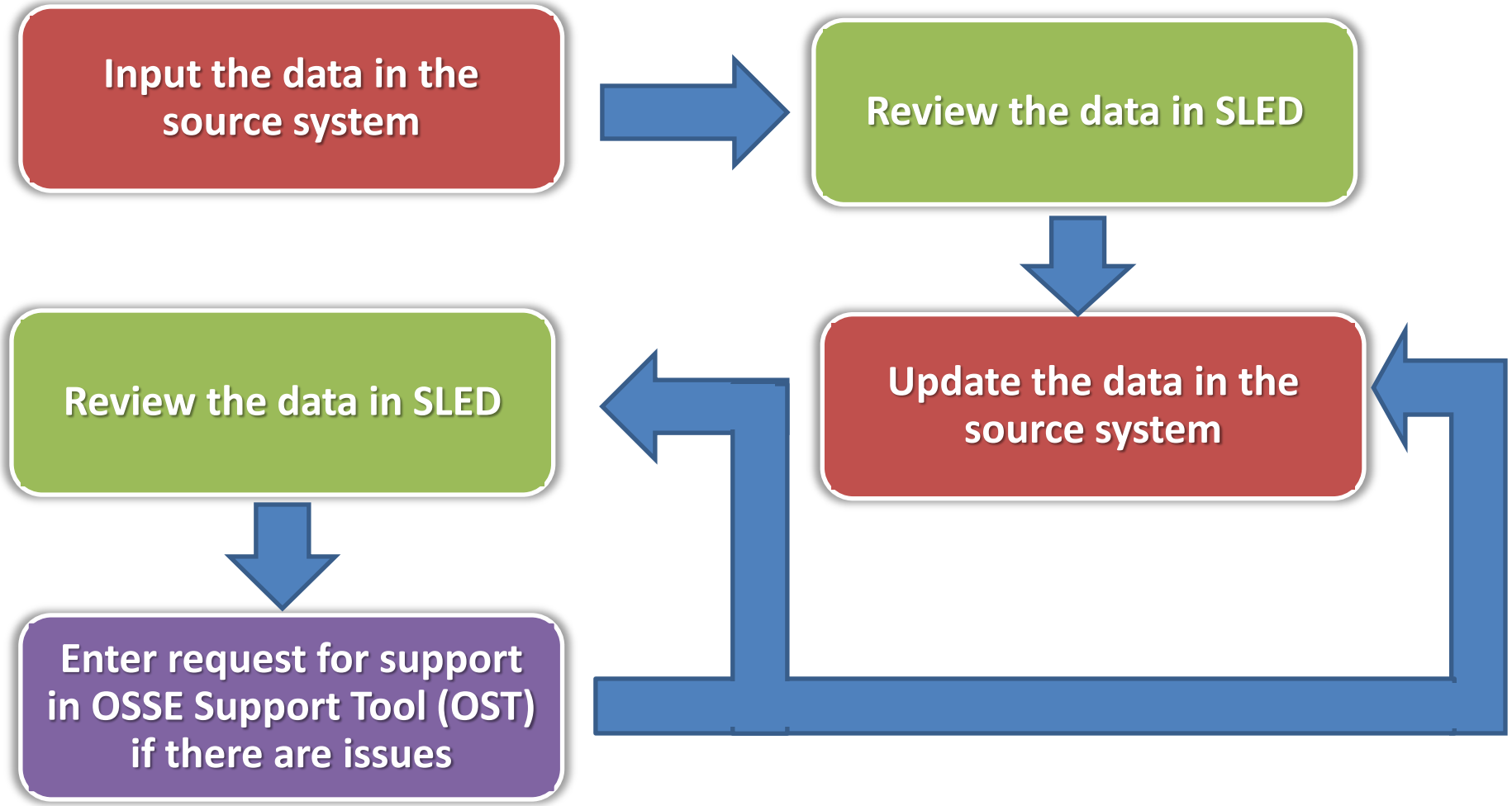
- The Quality Data for Accurate Funding Campaign is held to ensure that all student enrollment data is complete and accurate to the best of the LEAs' knowledge before the October 7 audit day.

- During the campaign, OSSE will provide technical assistance to LEAs to resolve any errors or discrepancies to ensure that the data in SEDS and SLED are accurate.

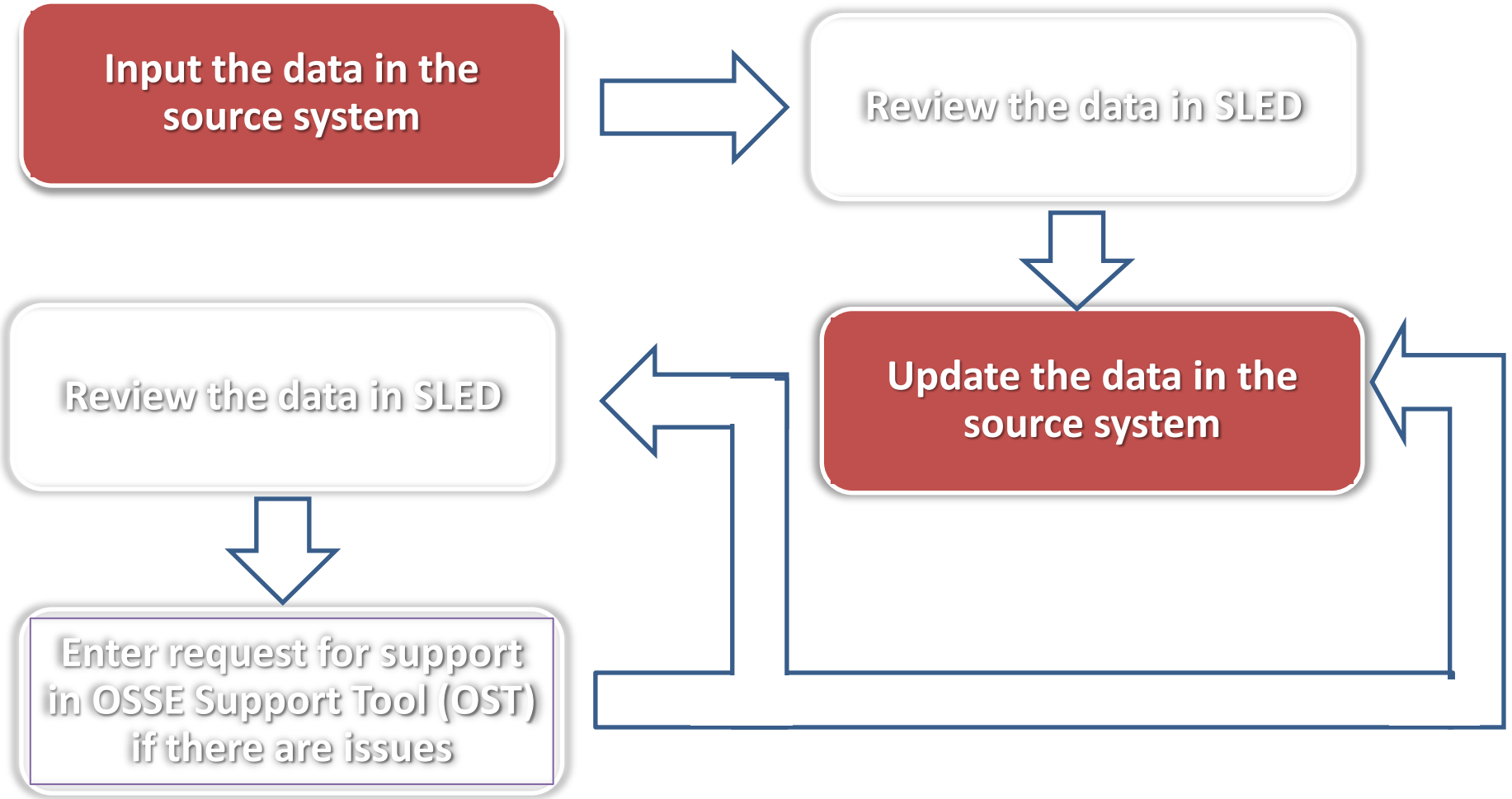
Agenda

I. 2013 Enrollment Audit data cycle
II. Inputting and updating data in source systems
III. Reviewing data in SLED
IV. Identifying data errors
V. Resolving data errors
VI. October 7 Data Verification

2013 Enrollment Audit Data Cycle



Input and Update data in source system



Source Systems

The “source system” depends on the audit component, the data element, and the LEA.

Source System	Audit Component		
	General Audit	Child Count	LEP Sample Audit
QuickBase	Input the following data elements: • Count Location (Room) • Residency Indicator • Tuition Indicator • Tuition Paid as of Oct. 7	• Correct Dedicated Aide fields	• Upload LEP Documentation
SEDS	--	• Input all other required child count data elements	--
SIS	• Input student enrollment and demographic data		

General Audit Source Systems

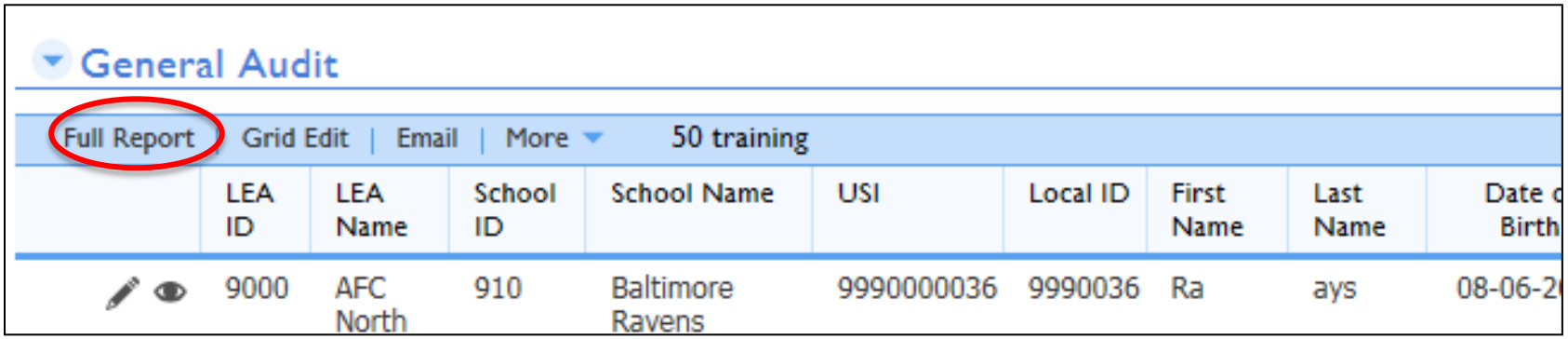
Source System	General Audit
QuickBase	Input the following data elements: • Count Location (Room) for site visit • Residency Status • Tuition Indicator • Tuition Paid as of Oct. 7
SIS	• Input student enrollment and demographic data

Data Elements Input in QuickBase for the General Audit

Data Element	Description	Permitted Value	Data Entry Timeframe
Residency Indicator	The LEA's determination that the student is or is not a resident of the District of Columbia.	Y= Resident N=Not resident	September 16 – October 7 (5pm)
Tuition Indicator	An indication of tuition payment (only applicable to nonresidents)	Y= pays tuition N=does not pay tuition	
Tuition Paid as of Oct. 7	The amount of money that the student has paid in tuition for the 2013-2014 school year as of October 7, 2013 (only applicable to nonresidents)	U.S. dollar amount	
Count Location (Room) for site visit	The room number/location where each student can be found during the date/time of the Head Count.	room number/location	At least 2 business days prior to site visit

QuickBase Data Entry Instructions

1. Navigate to https://octo.quickbase.com/
2. Login using user-created login credentials
3. Click on the OSSE Enrollment Audit QuickBase Tool icon
4. Read any notices
5. Scroll down to the General Audit dataset
6. Click “Full Report” in the top left corner of the table.

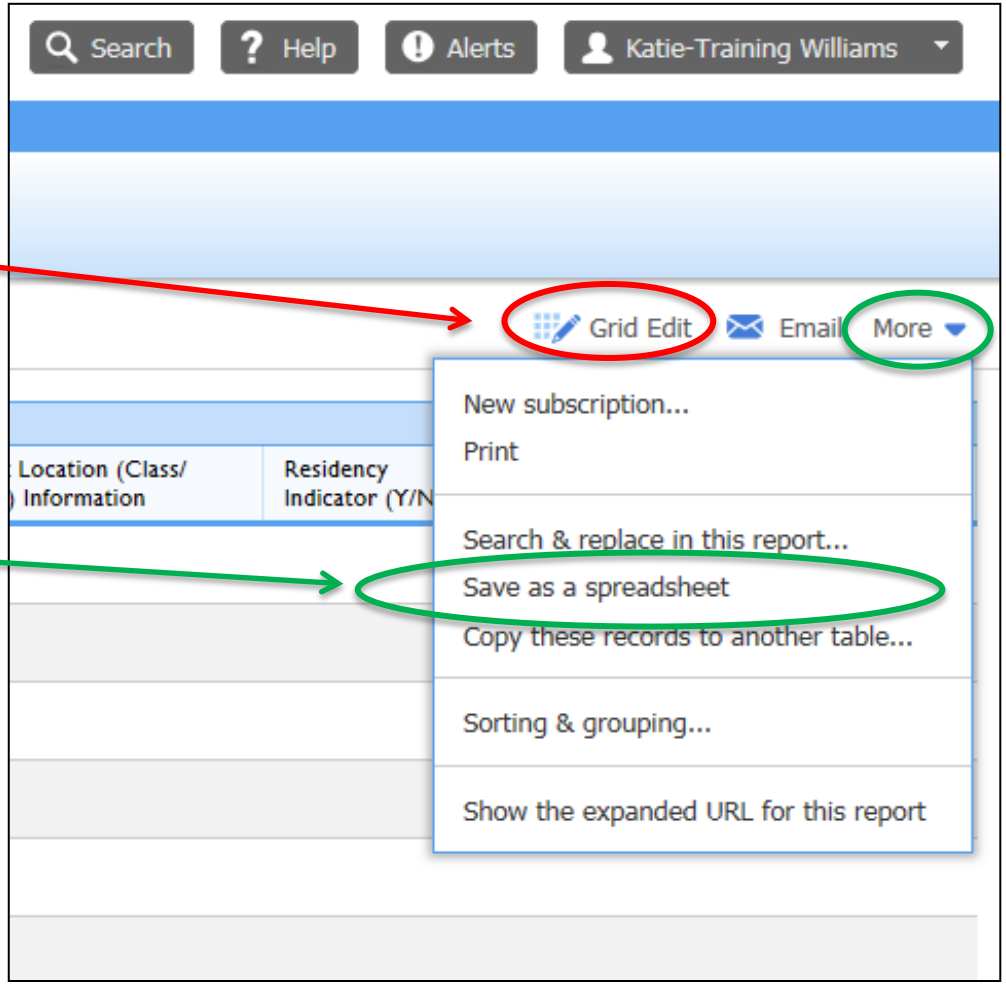


QuickBase Data Entry Instructions

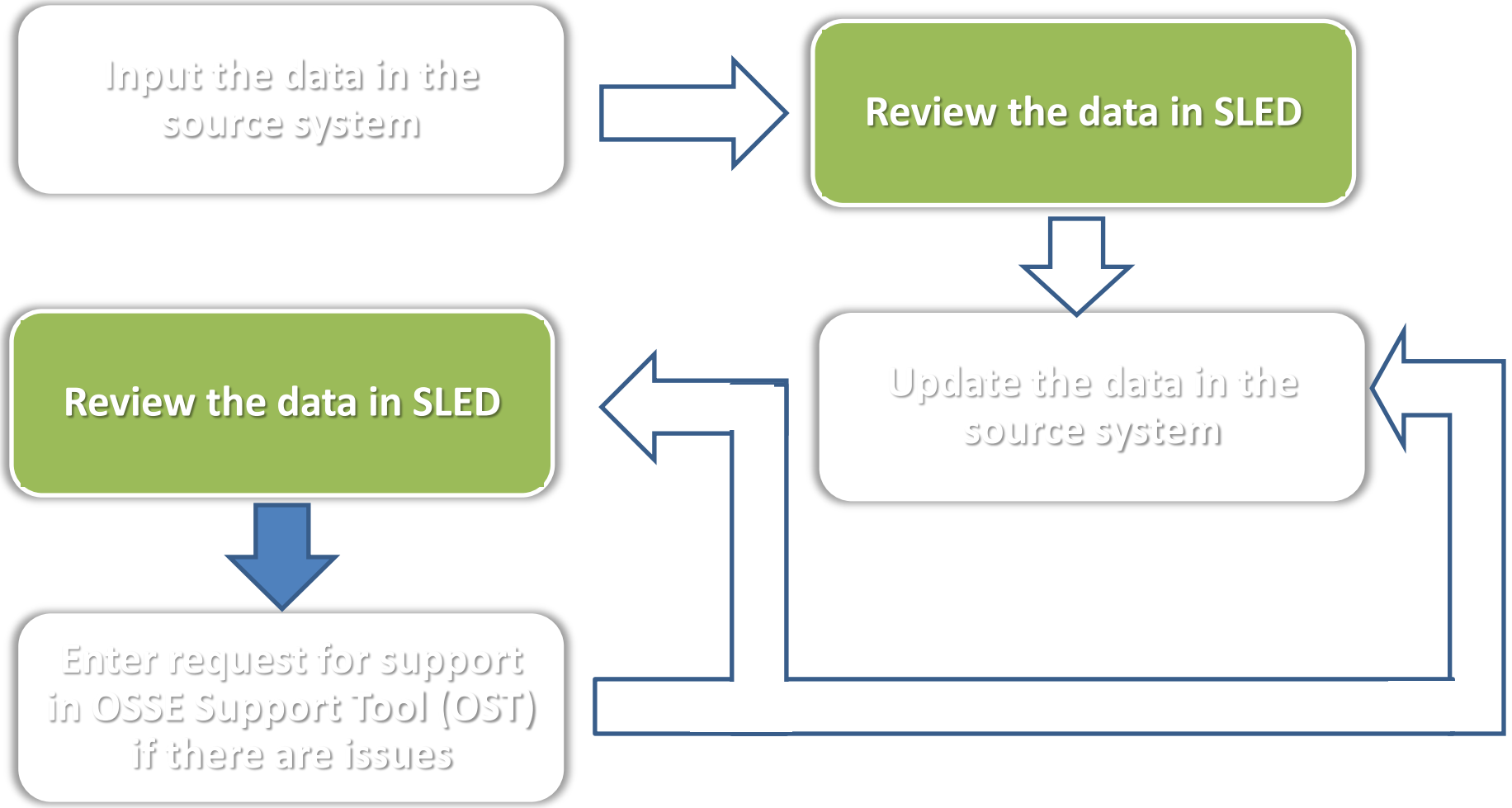
To edit the data elements, there are a few options.

-One option is to click “Grid Edit” and input the data in QuickBase

You can also save the data to a Spreadsheet in Excel to enter the data, then use that information to update QuickBase.



Review the data in SLED



Review the data in SLED

- SLED is the system of record for the State.
- Ultimately, the October 7 data will be pulled from SLED.
- Therefore, after you make changes in the source system, you must check SLED to make sure the changes synced properly.

Review the data in SLED

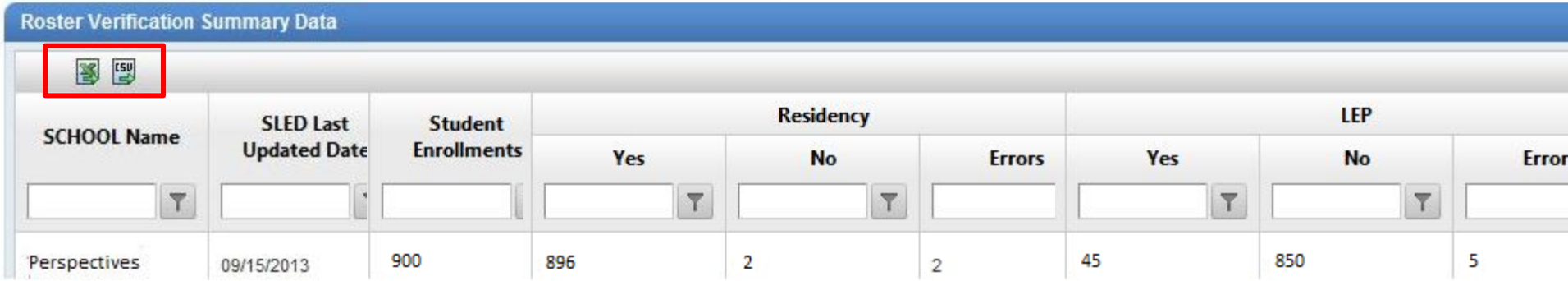
1. Log-in to SLED using existing credentials
2. Three new tabs have been added for the Enrollment Audit:
   - **Roster Verification:** Displays all data specific to the General Audit and the LEP Sample Audit
   - **Child Count:** Displays all data that is part of the Child Count
   - **Discrepancy Report:** Displays discrepancies between enrollments in SEDS & SLED

Instructions for reviewing Enrollment Audit data in SLED

- The **Roster Verification** tab contains three tables:
  - a student level data table
  - a table that summarizes your LEA's enrollment by School, Residency, LEP, SPED level, Grade level
  - a summary table for DCPS with special education students at dependent charter schools

- All tables have export functionality, which allows you to save and analyze the table to excel or csv format

Roster Verification Tab



Roster Verification Summary Data

SCHOOL Name	SLED Last Updated Date	Student Enrollments	Residency			LEP		
			Yes	No	Errors	Yes	No	Error
Perspectives	09/15/2013	900	896	2	2	45	850	5

DCPS Dependent Charters

This table is only relevant to DCPS.

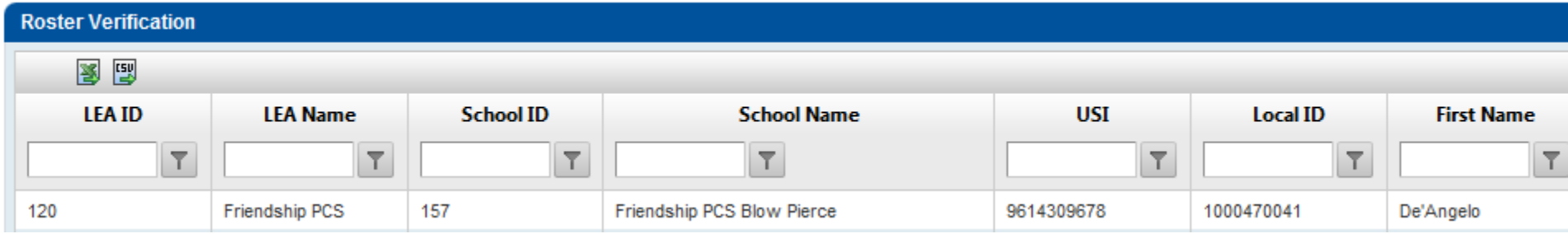
Dependent Charter School Name	SLED Last Updated Date	Level 1	Level 2
Total	N/A		

Roster Verification

LEA ID	LEA Name	School ID	School Name	USI	Local ID	First Name
555	Perspectives PCS	535	Perspectives PCS	3231231230	2142990	Cristian

Roster Verification Table

- The roster verification table displays they student level data
- LEAs must review this data with the utmost attention to detail and ensure that the data are accurate, complete, and valid by October 7, 2013.

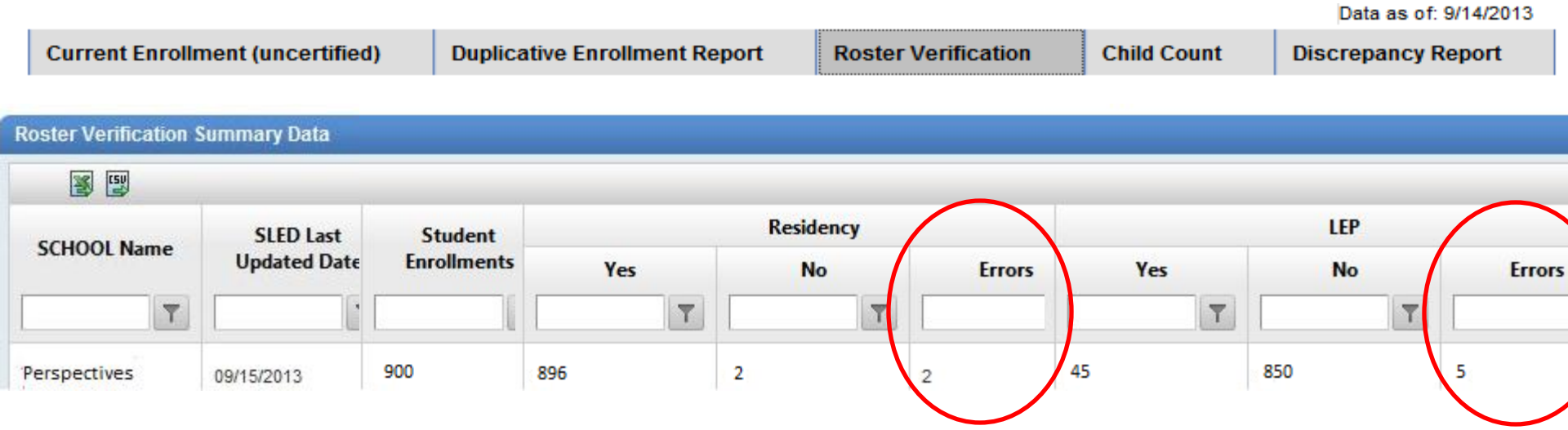


Identifying Data Errors

- There are several reports in SLED to help LEAs identify data errors. The reports flag invalid or missing data as well as duplicative student enrollments.
- It is each LEA's responsibility to vigilantly review and rectify errors.
- LEAs must disseminate information from the error reports to school administrators for resolution, when warranted.
- **LEAs should begin checking accuracy and completeness of their data in SLED as soon as possible.**

Identifying Data Errors

- The Roster Verification Summary Table has “Errors” columns for data elements critical to the audit. The errors indicate that the data entered for that field is invalid. To identify which records are considered errors, LEAs must review the data at the student level.



Data as of: 9/14/2013

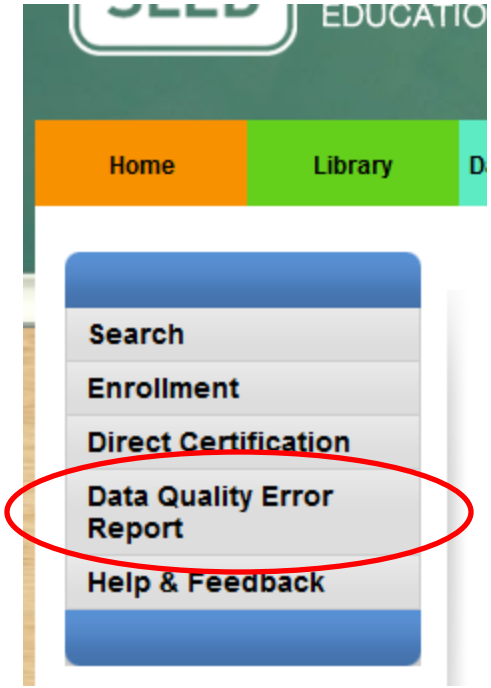
Current Enrollment (uncertified) | Duplicative Enrollment Report | Roster Verification | Child Count | Discrepancy Report

Roster Verification Summary Data

SCHOOL Name	SLED Last Updated Date	Student Enrollments	Residency			LEP		
			Yes	No	Errors	Yes	No	Errors
Perspectives	09/15/2013	900	896	2	2	45	850	5

Identifying Data Errors

- The Data Quality Error Report, found on the left navigation bar, also highlights several data errors.



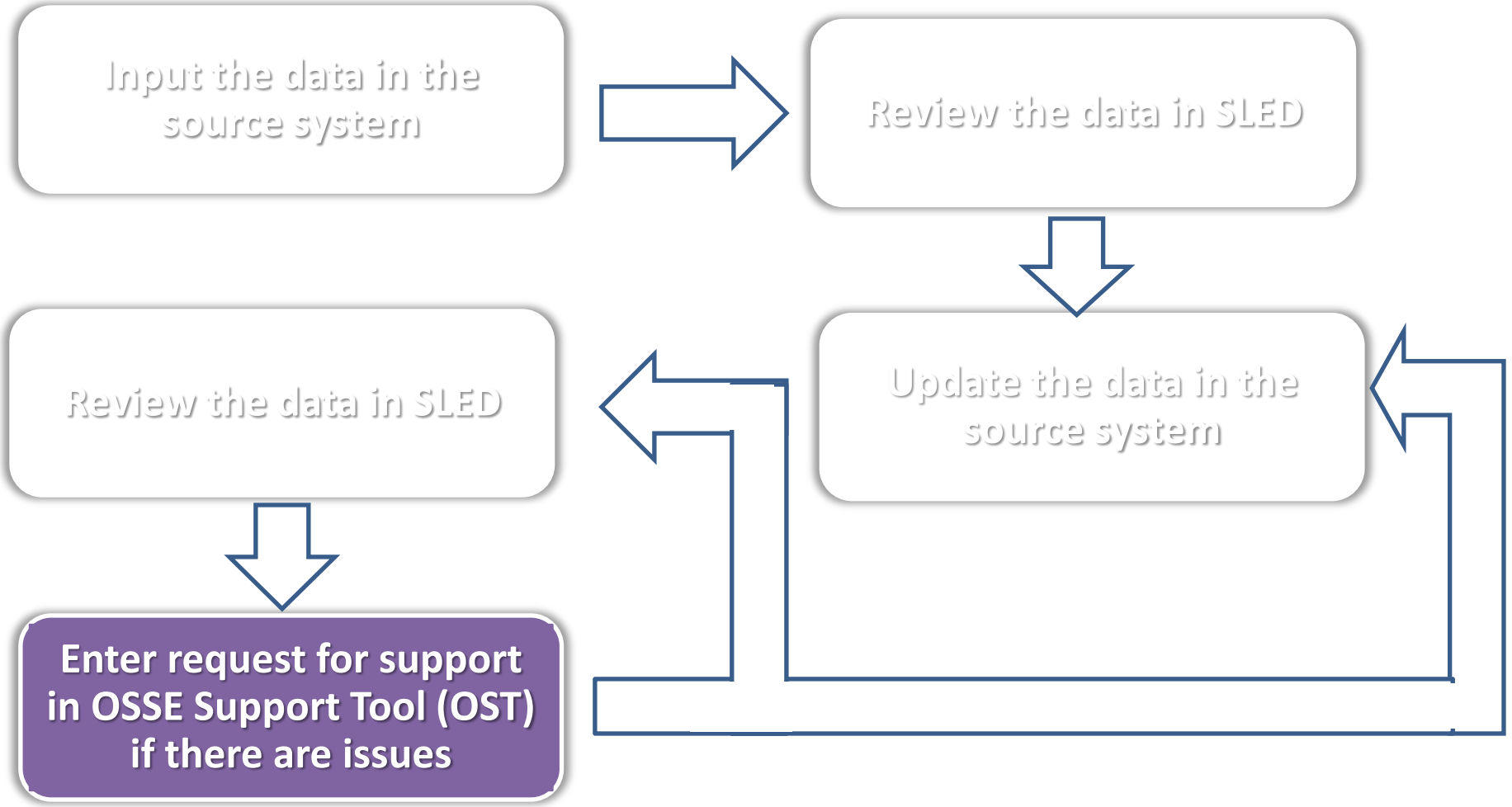
Data Error Code Summary

Error Code	Error Description	Total
E10	Ethnicity should not be empty	
E13	First Name contains invalid data	
E17	Last Name contains invalid data	
E31	Critical: Withdrawal code invalid	
E33	Critical: LEA/school code mismatch	
E34	Critical: Enrollment code missing	
E40	Critical: Withdrawal code missing	
E45	Race missing	
E46	Critical: School code invalid	
E5	Grade Level is not a recognized value	
E50	Gender missing	
E52	State is not a recognized value	
E54	Duplicative Enrollment: Student has more than 1 primary enrollment	
E56	Zip code contains non-numeric data	
E57	Critical: Race and ethnicity missing	
E6	Grade Level is empty	

Identifying Data Errors

- Finally, LEAs can use the Duplicative Enrollment Report to identify duplicative enrollments prior to Oct. 7.

The OSSE Support Tool

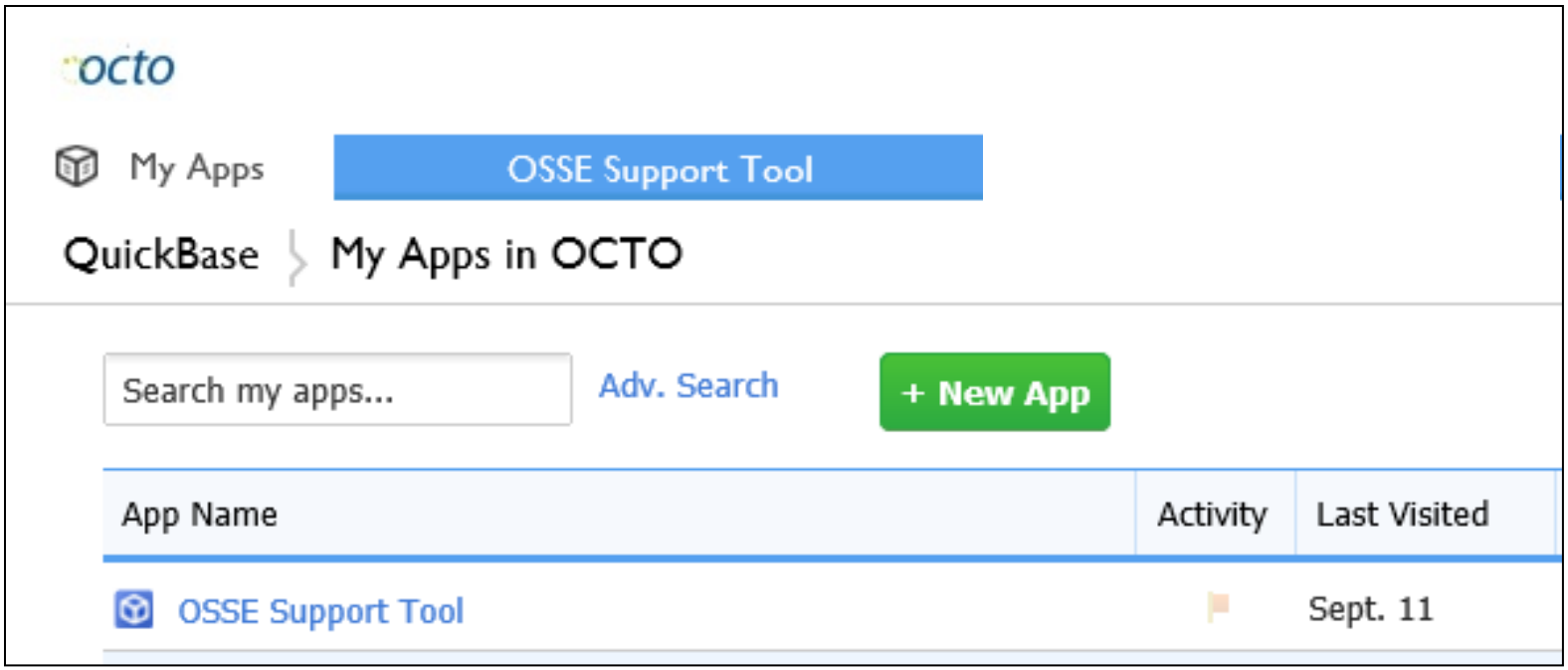


The OSSE Support Tool

- If the data in SLED are incorrect or incomplete, LEAs should submit a request for support to the OSSE Support Tool (OST).
- LEAs have until October 11, 2013 at 5:00 p.m to submit requests.
- Assistance from OSSE will be provided to the LEA during this time to resolve the discrepancies.

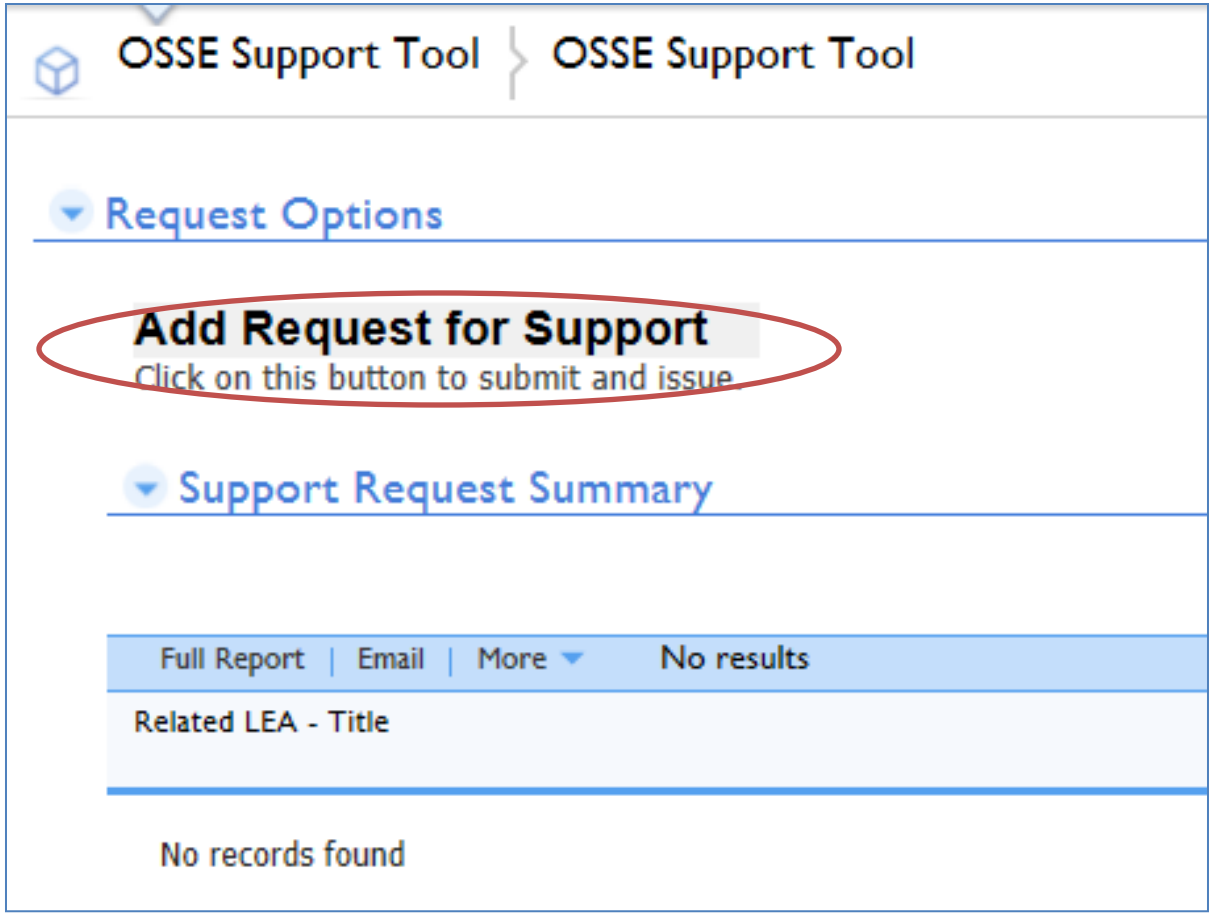
Using the OSSE Support Tool

- Login to OST with your existing QuickBase log-in information. If you have not previously used a QuickBase application, you will be able to register for an account.



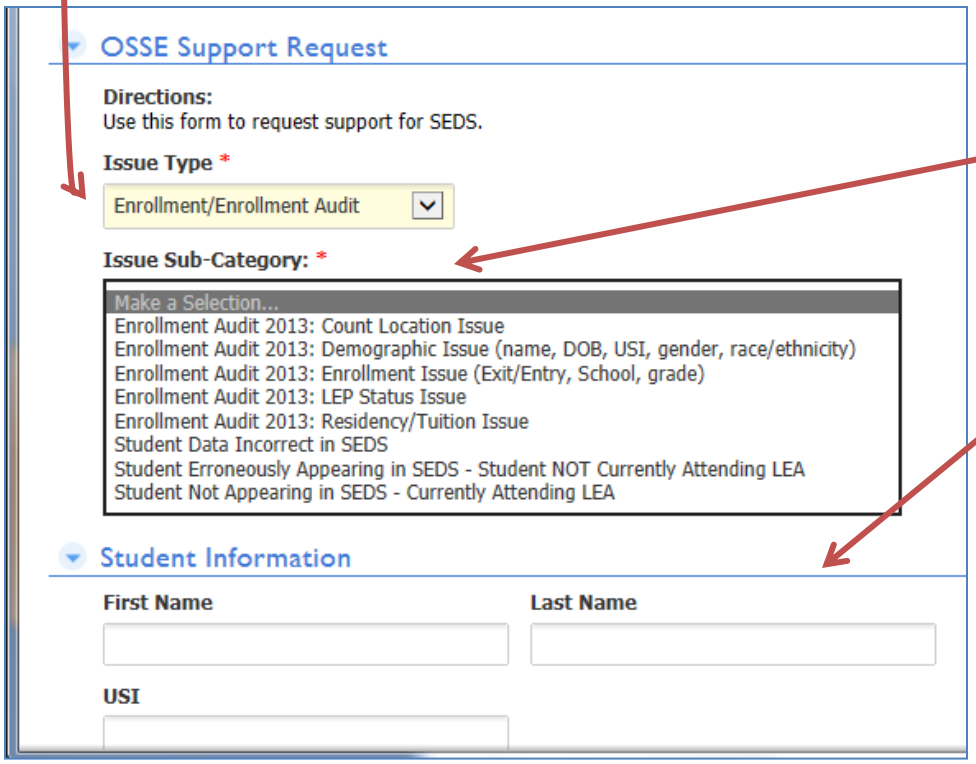
Using the OSSE Support Tool

- Click on the Add Request for Support Button



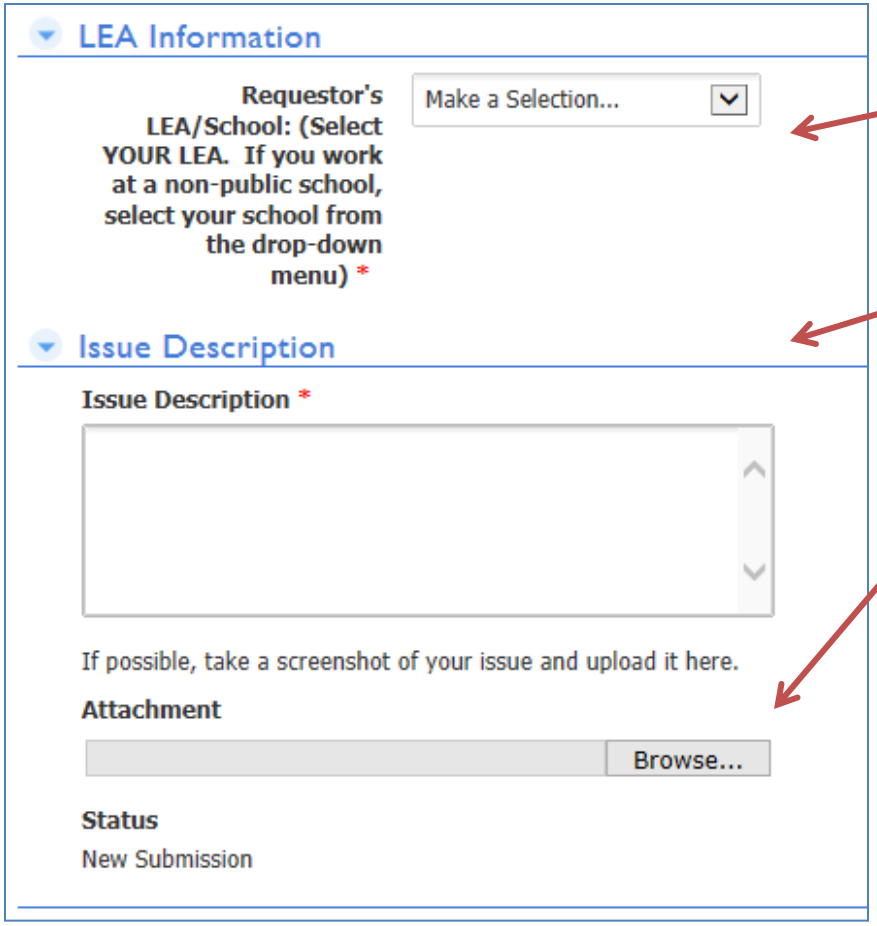
Using the OSSE Support Tool

- Select the most appropriate Issue Type
  - SEDS LEA Data Administrators will have access to enter requests for a number of SEDS related topics
  - Other users will only have the ability to enter *Enrollment/Enrollment Audit* specific issues

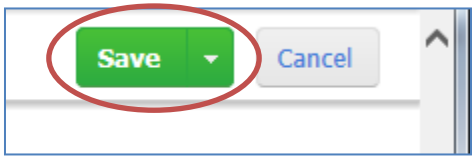


- Select the most appropriate Issue Sub-Category
- Enter the relevant identifying Student Information

Using the OSSE Support Tool

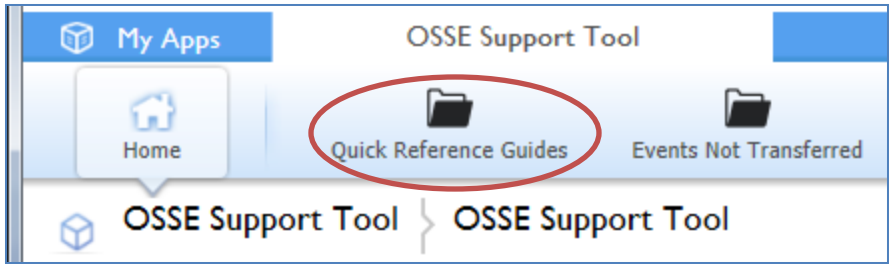


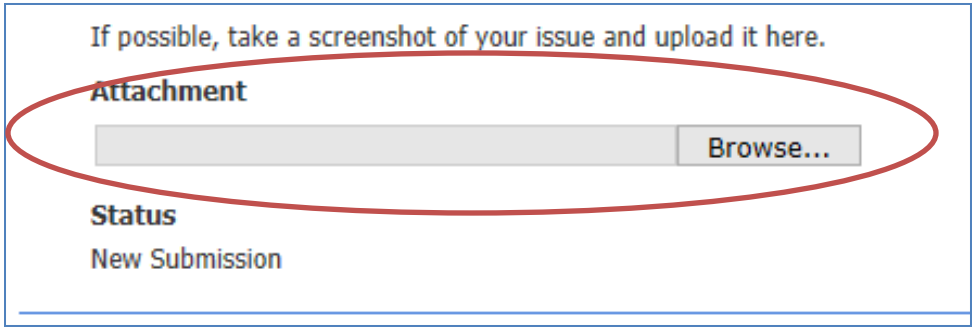
- Select the LEA the user is associated with
- Enter a description of the issue
- Upload supporting documentation if applicable
- Click Save to submit the issue.



Using the OSSE Support Tool

- If there are multiple students who all have the same issue, the template found under Quick Reference Guides can be used
- Download the form
- Enter all the relevant students
- Save the document to your computer
- Upload the document in the ticket





October 7 Data Verification

- LEAs must certify the validity, completeness, and accuracy of the October 7 data in SLED by signing the Enrollment Audit Verification and Child Count Certification Form by 5:00pm on October 11, 2013.

- The Enrollment Audit Verification and Child Count Certification Form can be found in Appendix A of the Enrollment Audit Handbook and in soft copy form on the QuickBase application.

Steps to Certify Data

To submit the data verification, follow the steps below. Certifications will not be accepted after 5:00pm on October 11, 2013.

1. Review all data present in SLED under the Roster Verification tab.
2. Correct demographic data (i.e. student ID, first name, last name, DOB, grade, race, gender, etc.) in your SIS.
3. Correct Residency and Tuition data in QuickBase.
4. Download, fill out, sign the 2013 Enrollment Audit Data Verification and Child Count Certification Form (work internally at your LEA to coordinate the Child Count components of the certification).
5. Email to OSSE at osse.enrollmentaudit@dc.gov both:
   - The 2013 Enrollment Audit Data Verification and Child Count Certification Form
   - The Certified Child Count Roster